



OPT FORM 4 Information for OPT Employer Letter

Please present this information to your employer so they can provide a letter that includes all of the information needed for SEVIS. The letter must be received before you begin working, and the start and end dates must fall within the range of dates that your OPT has been approved for. You may not start working until you have reached the USCIS-approved OPT start date and you have received your EAD card.

1. In the employment letter, clearly explain how this employment is related to the student's course of study.
2. Employer Information
 - a. Indicate Employer/Company Name or Self-Employed
 - b. Employer's EIN
 - c. Student's Job Title
 - d. Start Date
 - e. End Date
 - f. Full Time or Part Time?
 - g. Employer's Address
3. Supervisor Information
 - a. Last Name
 - b. First Name
 - c. Telephone Number
 - d. E-mail address